

Schary, Claire

From: Bott, Dustan
Sent: Monday, November 03, 2014 3:43 PM
To: Schary, Claire
Subject: FW: Decision on meal cost

Dustan Bott
NPDES Compliance Unit
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Seattle, WA 98101
Phone: (206)-553-5502 Fax (206)-553-1280
bott.dustan@epa.gov

From: Schary, Claire
Sent: Wednesday, July 24, 2013 10:46 AM
To: Bott, Dustan
Subject: Decision on meal cost

Here's how I came out on this. I don't have a response from Musa yet, nor a letter we need to send in the ethics form, so stay tuned, but at least you know enough now to submit your TA.

-- Claire

Claire Schary
schary.claire@epa.gov / (206) 553-8514

From: Schary, Claire
Sent: Wednesday, July 24, 2013 9:17 AM
To: Musa Jaman
Subject: RE: August JRA Room reservation confirmations due 7/26

Musa,

I'm sorry to complicate this further but that is considerably more than our meal per diem (\$46/day), and I just confirmed with our travel person that we would not be able to get that additional cost approved. Since there is no other way for us to pay for the meals except through our travel budget, the only alternative I can identify is to have WP cover that for us. It would require a letter like the ones we've used before, except this would only have the meals being provided to us at your expense, since the hotel cost was not a problem. I would need the letter soon so I can get the ethics forms through our approval system in time.

The EPA people who will be eating the meals are: Claire Schary, Susan Poulsom, Dustan Bott, and Bill Stewart. I am trying to get a final decision from Christine Psyk if she will be attending the meeting. She's on travel today and tomorrow but she may respond to my email anyway. Laurie Mann will not be attending nor will Dru Keenan.

I hope this doesn't mess things up too much for you!

-- Claire

Claire Schary

From: Musa Jaman [<mailto:jaman@willamettepartnership.org>]
Sent: Wednesday, July 24, 2013 9:05 AM
To: Schary, Claire
Subject: Re: August JRA Room reservation confirmations due 7/26

Hi Claire,

I've been working with the Catering Manager at Riverside and, after making all the menu selections, he's quoted a price of \$142.08 (that's a little over \$20 more than what I figured...)

I'm working with him to create a list of folks that will be paying separately so a final head count (just to be sure I have the right folks) will be great - I know there were a couple of tentative attendees. My list includes you, Christine, Bill, and Dustan. Will Susan Polsom or Laurie Mann be attending?

Let me know if you have any questions or if there's any problem regarding government rate allowance for meals.

Thanks,
Musa

Musa Jaman
Exec. Asst./Office Manager

Willamette Partnership
4640 SW Macadam Ave, Ste 50
Portland, OR 97239
O: 503.946.8350
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On Thu, Jul 18, 2013 at 1:04 PM, Musa Jaman <jaman@willamettepartnership.org> wrote:
Hi Claire,

Just did a food estimate for both days which is a total of approximately \$120 per person (\$60 per day). I fudged on the high side - it could be as low as \$110/person.

Let me know if you need more information - thanks!
Musa

Musa Jaman
Exec. Asst./Office Manager

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On Tue, Jul 16, 2013 at 11:51 AM, Musa Jaman <jaman@willamettepartnership.org> wrote:
Hi Claire,

Working on it now - should have it for you in the next day or two.

Thanks,
Musa

Musa Jaman
Exec. Asst./Office Manager

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On Tue, Jul 16, 2013 at 11:49 AM, Schary, Claire <Schary.Claire@epa.gov> wrote:

Musa, do you have a dollar estimate of the cost of the meals per person? I need to check with our ethics person to see how we want to handle that in terms of EPA reimbursing you for our people eating these meals, or instead just accepting a gift of food, and I'm sure he'll ask me the dollar amount first.

Thanks!

-- Claire

Claire Schary

From: Musa Jaman [mailto:jaman@willamettepartnership.org]
Sent: Monday, July 15, 2013 3:04 PM
To: Schary, Claire
Cc: Carrie Sanneman
Subject: Re: August JRA Room reservation confirmations due 7/26

Hi Claire,

Thanks for the speedy response! :)

The government rate is better than the room rate I was able to secure so please go ahead and book your rooms on your own.

I'll add Bill to the meals count - thanks for the heads up on that too.

Best,

Musa

Musa Jaman

Exec. Asst./Office Manager

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On Mon, Jul 15, 2013 at 3:00 PM, Schary, Claire <Schary.Claire@epa.gov> wrote:

Musa,

There will be three of us from EPA needing room reservations, and possibly a fourth, but this time EPA will be paying our travel. The government rate for Boise is \$77/night, I believe. Is your rate better than that? If so, we could tell them we are part of the block you reserved but are paying separately. If the government rate is better, then I will just call in our own reservation. We will probably go for separate rooms this time.

FYI, the people coming from EPA are: myself, Christine Psyk, and Susan Poulsom. Dustan Bott is tentative. Bill Stewart lives in Boise and will be attending but won't need lodging. I don't know what he's planning to do about meals. We can't give him per diem because he's not traveling, so hopefully you will be able to add him to the meals list.

-- Claire

Claire Schary

schary.claire@epa.gov / (206) 553-8514

From: Musa Jaman [mailto:jaman@willamettepartnership.org]

Sent: Monday, July 15, 2013 2:55 PM

To: hbre461@ECY.WA.GOV; mgil461@ECY.WA.GOV; Schary, Claire; marti.bridges@deq.idaho.gov; Michael.Mcintyre@deq.idaho.gov; NOMURA Ranei; FOSTER.Eugene@deq.state.or.us; David Primozych; Julia@thefreshwatertrust.org; Kaola Swanson; Bott, Dustan; Stewart.William@epamail.epa.gov; Poulsom, Susan; Psyk, Christine; Mann, Laurie; Keenan, Dru; Joe Furia; Karin Power; nmullane@msn.com; Tim Wigington; Todd Gartner

Cc: Carrie Sanneman; Bobby Cochran

Subject: August JRA Room reservation confirmations due 7/26

Good afternoon JRA attendees,

The next JRA meeting will be held August 21st & 22nd at the **Riverside Hotel** (2900 CHINDEN BOULEVARD BOISE, ID 83714) in Boise Idaho.

I've included a link below for your convenience to provide more information about the conference site

<http://riversideboise.com/>

Carrie Sanneman is currently working on the forthcoming agenda which will be distributed soon.

While the meeting itself is still a little ways off, we'll need to get lodging confirmation from each of you to secure a room for the conference.

Please let us know your rooming preference (single or double occupancy) as well as any dietary restrictions you may have so that we can make your stay as comfortable as possible.

ROOM RESERVATIONS ARE DUE NO LATER THAN FRIDAY 7/26 COB

Please let me know if you have any questions - we look forward to seeing you in August.

Kind regards,

Musa

Musa Jaman

Exec. Asst./Office Manager

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